



Benton County
Job Description

JOB TITLE: Bookkeeper

EXEMPT (Y/N): No

DEPARTMENT: Circuit Clerk and Recorder

DATE PREPARED: September 2016

SUPERVISOR: Financial Administrator/Circuit Clerk

SUMMARY:

This position is under the general direction of the Financial Administrator and reports directly to the Circuit Clerk. The bookkeeper is responsible for overseeing the collections and disbursements of all fee based filings, criminal and juvenile court ordered payments, jury payroll and assist with the court registry whenever needed. Must process fees and various court funds daily. These amounts can be anywhere from \$14,000.00 up to \$400,000.00 or more on any given day. In the past year the accounts collected over \$54 million and disbursed or paid out a large percentage of this amount according to state statues or by circuit court orders. Position is governed by State Statues, County Ordinances, Court Rules, and policies and procedures of the Circuit Clerk. This position is subject to audit by the State Legislative Audit each year. This job requires a responsibly skilled, analytical and knowledgeable person that is able to provide speed, but accurate service.

~~Under the direction of the Circuit Clerk the bookkeeper is responsible for collecting criminal restitution and all court ordered payments. Must process fees and various court funds daily, processing and deposits. These amounts can be anywhere from \$400,000.00 at any given day depending upon the order of the court. In the past year the accounts that she was responsible for, collected over \$5,500,000.00 and disbursed or paid out over \$5,000,000.00. Position is governed by State Statues, County Ordinances, Court Rules, and policies and procedures of the Circuit Clerk. This position is subject to audit by the State Legislative Audit each year. This job requires a responsibly skilled and knowledgeable person that is able to provide speed, but accurate service.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- ~~1. Receipts court ordered payments of or as high as but not limited to \$400,000.00 on any given day for one receipt.~~
- ~~2. Collects fines in accordance w/ordinance 99-39 for work release. Ensure that Benton County Sheriff's Office receives notification of receipt.~~

3. Responsible for collections and disbursements of all court ordered receipts/payments as well as fees. Monitors all account payables/receivables according to the court order for Criminal, Juvenile, Civil and Domestic Courts. Maintains over an average of 5,000 financial accounts on all court ordered payments. Works with fees required by state and local statutes/rules as well as paying out jury payroll. Disburses all payments as directed by statute or court order. ~~Handles all accounts payable according to the court order for Criminal, Juvenile, Civil and Chancery Courts. Maintains over 2,000 ledgers on all court ordered payments.~~
4. ~~Disburse all payments to victims, attorneys, banks or wherever ordered.~~
5. Works closely with vendors/victims of crime to ensure payments are received and credited correctly according to statutes **and or court orders**. Also, works closely with Parole and Probation Officers, concerning defendant's payments.
6. ~~Works closely with Probation Officers, concerning time payments of their probationers.~~
7. Ensure that court costs, public defender fees, **miscellaneous fees** and Benton County **fin**es/restitution, **are being paid out to the proper governmental agencies** and prepares monthly reports **for the Financial Administrator. This process is performed in both criminal and juvenile courts.** ~~and submits a check to the County Treasurer. The bookkeeper is currently keeping track of three different time frames of court costs.~~
8. ~~Prepares Monthly reports for County Treasurer, Prosecuting Attorney, Department of Finance, Sheriff's Office, and Probation Officers. Such reports are but not limited to, court costs, work release payments, non paying accounts. Sending act 989/737, which is the registration of the sex offender, fund collection report and Act 817. This position has many other monthly reports that are done on individual accounts upon request.~~
9. Works closely with the defendants, Judges, Attorneys, Prosecuting Attorney, **Public Defender**, Probation/**Parole** Officers, Sheriff's Office, City Police, ~~Municipal~~**District** Courts, Vendors/Victims of Crime, **Title Companies** and the general public.
10. Must pull files **to research, copy payment ledgers print and certify individual payment account summaries** for Court, **read court orders to set up new accounts and amend existing accounts as well as disbursing funds that have been collected on each account.** ~~and individuals.~~
11. ~~Enters judgments against individual credit, from court orders. Upon satisfaction of Judgment, post satisfaction in computer and in Criminal file.~~

~~12. Receipt and disburse Writs of Execution from the Sheriff's Office, Benton County Collector and State of Arkansas.~~

13. Post all insufficient checks to their proper accounts. Notify authorities in regards to the check and start the process for collecting funds such as calling the party that presented the check for payment as well as writing a formal letter as to collecting these funds and the process of all future payments.

14. Enter interest amounts given by banks into accounts. ~~and computer.~~ Disburse interest to the County Treasurer.

15. Track all criminal files, criminal ~~ledgers~~ accounts and juvenile files and Juvenile accounts to show paid in full, active, inactive, or non-paying. Send monthly reports to Prosecutor and Circuit Judges of the activity of all accounts.

16. ~~Inform~~ Work with Probation/Parole Officers ~~of~~ as to the payment status of those that they supervise.

17. ~~Prepare year end reports for Circuit Clerk for and Auditors on all accounts. Assist the Circuit Clerk with balancing the money monthly in various bank accounts and prepares books and reports for the year end audits.~~ Prepare reports and submit to the Financial Administrator for the purpose of a yearly audit on all accounts. Assist the Financial Administrator with balancing the money monthly in the various bank accounts to ensure that the books are properly recorded and reconciled so that they are ready for the yearly audit.

18. Ensures that daily summary reports are printed and checked against the daily receipts/disbursements of all other Deputy Clerk's. This is to verify that all receipts/disbursements were properly recorded to the correct accounts. ~~Verifies that all payments and disbursements to the ledgers are accurate.~~ Ensures that daily summary reports are ran and check the posting of all other Deputy Clerk's accounts to make sure that all payments were properly credited to correct accounts. Files receipts and daily reports in books.

19. Must be familiar with cash-basis, governmental fund accounting and must know how to use self-balancing, double entry accounting system.

20. Must report any findings or problems to the Financial Administrator/Circuit Clerk, as soon as they arise. Must always be looking for ways of improvement to the financials and acceptance to change for the better interest of the Circuit Clerk & Recorder.

21. Must be able to keep confident any and all confidential records such as juvenile and sealed cases.

22. Responsible for preparing the quarterly expense reports, detailing all expenses involved with each jury trial so that the county can be reimbursed for some of the

- expenses, then meet with the Circuit Clerk for review and approval signatures. This report is then submitted to the Administrative Office of the Courts for the reimbursement process.
23. Responsible for submitting purchase orders to the accounting department to pay all vendor expenses submitted by the Circuit Judges, along with any administrative expenses involved in the operation of the jury process out of the budget of the Circuit Clerk for each trial.
 24. Responsible for printing the jury payroll for the four month session. Once the checks have printed will submit them for the Clerk's signature. Then will process the mailing of these checks. Any returned checks will either call for address verification or try to locate the individual. This process is repeated at the end of every new jury session.
 25. Balance all accounts for the courts and close out daily, post deposits and prepare desks for the next business day. Makes daily bank deposits of all funds received the prior day. Maintains all deposit books, noting receipt numbers and dates for audit purposes.
 26. Work closely with the Bookkeeping Supervisor, Financial Administrator and the Circuit Clerk. Must represent the office well at all times.
 27. Responsible for understanding the disbursement of funds to each governmental agency. Funds collected are disbursed to State, County and City governmental agencies and must be paid according to State statutes.
 28. Responsible for daily reconciliation of payments made by credit card on-line or in person and e-checks. Must balance the virtual payments and verify their receipt in to the proper banking accounts each day. Once payment has been confirmed will insure that the defendant will receive credit on his financial account.
 29. Works closely with the Director of Judicial Collections for the County, to insure defendants are accurately making their payments in a timely manner. To verify that the date that the defendants are to begin making payments for fines and fees. Researches and prints documents to be certified for use by Judicial Collections in issuing warrants for defendants who do not pay.
 30. Maintain all records to show due diligence in locating victims for disbursement of all payments made by the Defendants. These records and reports will be used to file Unclaimed Property at the end of each yearly reporting period. All returned checks, marked as undeliverable, must be kept and recorded showing attempts at payment. Bookkeeping will aid the Financial Administrator in collecting all documents for preparation of this filing with the State of Arkansas.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty efficiently and effectively. The individual must possess impeccable character and honesty in all aspects of their performance, to insure that there is no question as to the correctness of their reports and accounting practices. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.~~

EDUCATION and/or EXPERIENCE:

High School Diploma required. Business/accounting degree or 4 years equivalent combination of experience and training in related field. Basic understanding of court terminology would be helpful but not required. ~~Degree in business/accounting, or equivalent combination of experience and training in related field or legal environment. Must have basic understanding of court terminology and/or ability to read and comprehend complex legal documents, state and federal statutes.~~

OTHER SKILLS and ABILITIES:

Must have strong analytical skills, problem-solving, decision-making, oral and written communication skills, and the ability to make independent decisions in accordance with local, state and federal laws. Excellent interpersonal and verbal skills are vital for interaction with the parties of the case, court staff, outside vendors, outside agencies, governmental offices and other County Offices as well as the general public. Must be able to prioritize and organize work in order to meet numerous deadlines. Exposed to highly confidential and sensitive materials, reports and conversations must maintain high level of confidentiality of office and privacy of all parties. Must be able to perform tasks in highly stressful; fast-paced, high volume. Requires a high degree of concentration with constant interruption and the ability to refocus and perform tasks at a high level of efficiency and extreme accuracy. Sequence, as legal consequences could be severe as a result of errors resulting therefrom. ~~The bookkeeper handles several job responsibilities. There are currently over 2000 active cases, this does not include non-paying accounts. Must be able to prioritize and organize work in order to meet numerous deadlines. Must have excellent communication, problem solving and analytical skills. Must possess good computer and general office practices and procedures skills as well as general office equipment knowledge. Must have the ability to work without supervision. Must be able to interpret complex legal documents and state and federal statutes. Exposed to highly confidential and sensitive materials, reports and conversations must maintain high level of confidentiality of office and privacy of litigants. Must be able to perform tasks in highly stressful; fast-paced, high volume, crowded conditions, requiring high degree of concentration with constant interruption and the ability to refocus and perform tasks at a high level of efficiency and extreme accuracy. Sequence, as legal consequences could be severe as a result of errors resulting therefrom.~~

WORKING RELATIONSHIPS:

Requires daily contact within the Circuit Clerk's offices and the following but not limited to: parties of the case; attorneys; other State and District Courts; Law Enforcement Agencies; Department of Correction and Punishment; Adult/Juvenile Court Probation Officers and Parole Officers; Child Support Enforcement Agency; Arkansas Child Support Clearing House; Title Companies; Financial Institutes; other inter County Offices; Prosecutor's Office; victims of crime, merchants and the general public. Must have an excellent working relationship with the Financial Administrator as well as the Circuit Clerk as this position is a direct reflection of the Clerk.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, climb up/down ladder to retrieve court files, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds.

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.~~

~~While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.~~

~~The employee must occasionally lift and/or move up to 75 pounds. They occasionally are required to climb up and down ladders to retrieve records and files.~~

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the typical work environment is moderate.

Approved by: _____
Elected Official's Signature

Date: _____

JESAP Grade Assignment _____

Date: _____